

JOB OPENING WITH THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

Announcement Number: **03-17**

The Office of Inspector General for the Corporation for National and Community Service is seeking applicants for the following position located in Washington, DC.

Auditor(s), NY-511-03 Office of Inspector General

The hiring salary range is from \$48,451 to \$91,561 which includes a **12.74%** locality pay adjustment. Salary is set within the pay band and commensurate with experience, education and other related factors. Relocation expenses are not authorized. **This announcement is open until the positions are filled or until further notice.**

Background Information on the Corporation for National and Community Service

The Corporation for National and Community Service is a Federal government corporation. In partnership with State and local governments and non-profit organizations, we administer the AmeriCorps service program, which includes national and State grant programs, VISTA and the National Civilian Community Corps; the National Senior Service Corps (Foster Grandparents, Senior Companions and the Retired and Senior Volunteer Program); and Service-Learning.

The Office of Inspector General (OIG) is an independent organization whose mission is to find and report on current problems and to foster good program management to prevent future problems. OIG's statutory mission is to:

- Conduct and supervise audits and investigations relating to the Corporation's programs and operations.
- Review existing and proposed legislation and regulations relating to the Corporation's programs and operations.
- Provide leadership for activities designed to promote economy, effectiveness, and efficiency and fight fraud, waste and abuse in the Corporation's programs; and
- Inform the Chief Executive Officer and the Congress of problems in the Corporation or its programs.

Description of Work

The incumbent serves as an auditor, responsible for conducting audits and reviews of all facets of Corporation programs and operations and the management and administration thereof. He/she will plan and conduct complex audits of Corporation management, financial, and grant operations; conduct program effectiveness reviews; examine records, methods of operation and management controls; interview managers, employees, grantees, sponsors, volunteers, and others as appropriate to determine compliance with applicable regulations, efficient and economic resource utilization, policy implementation and/or achievement of program results; gather, assemble, consolidate and analyze data; present findings and observations to senior management officials; prepare audit reports; perform reviews of A-133 Single Audit Act audits; and, serve as either a leader or member of audit teams. General supervision is provided based on priorities, resources available, and controversial issues. The incumbent is responsible for independently planning, conducting, and coordinating work, having a substantial and continuing responsibility for activities within assigned areas. Complexity of audits increases and supervision decreases as the employee gains expertise. This position requires travel throughout the United States, its territories and commonwealths, via commercial air, train, and/or automobile as required.

Qualification Requirements

This announcement is open to all sources. **Applications will be accepted until the position(s) are filled, or further notice.** This position will be filled as a general appointment. For additional information on this position or our personnel system, please call (202) 606-5000, extension 332 (voice); (202) 565-2799 (TDD).

Basic requirements include a degree in accounting or a related field that includes or is supplemented by 24 semester hours of accounting. Certification as a CPA, CIA, or similar credential desired. Those applications showing experience which is in, or related to, the line of work of this position and demonstrating possession of the following knowledge, skills, and abilities will be referred to the selecting official for further evaluation to determine the best qualified candidates. These positions also require the ability to obtain and maintain a motor vehicle operator's license.

MANDATORY APPLICATION REQUIREMENT: 1. All applicants are required to list each knowledge, skills, and abilities factor separately, and provide a narrative statement addressing each. 2. All applicants are required to submit with their application a sample of their past writing related to an audit, i.e., engagement letters, audit reports, management letters, etc. Failure to meet the aforementioned mandatory application requirements will result in your application being eliminated from consideration for this position.

Knowledge, Skills and Abilities

1. Professional knowledge of accounting and auditing necessary to conduct very broad audit assignments requiring an integrated analysis of a number of different operational programs as represented by a degree in accounting or a related field that includes or is supplemented by 24 semester hours of accounting.
2. Professional knowledge of generally accepted accounting principles, generally accepted auditing standards prescribed by the American Institute of Certified Public Accountants, standards for audit of governmental organizations, programs, activities and functions as prescribed by the Comptroller General of the United States; and the provisions of OMB circulars related to grants.
3. Skill in analysis and interpretation of financial reports and cost proposals; operations analysis; administrative systems; and mathematical and statistical analysis techniques.
4. Knowledge to adapt audit practices and techniques in order to acquire and organize data covering a wide variety of different work processes and functions.
5. Expert ability to design audit plans, structure assignments and assess the thoroughness and usefulness of findings and to develop workable solutions to management problems.
6. Ability to effectively communicate specialized information orally and in writing.
7. Possess the ability to obtain and maintain a valid motor vehicle operator's license.

Corporation's Personnel System

The Corporation manages an independent Federal personnel system including pay banding and pay for performance. New employees will be appointed into the Excepted Service under the Corporation's specific hiring authority. Qualified applicants with non-competitive eligibility such as VRA and Schedule A handicap will be granted non-competitive eligibility for our vacancies, however, if selected, they will not receive an appointment under those authorities but will receive our own specific appointment.

Those receiving term, indefinite, discretionary or general appointments or temporary appointments for greater than one year are eligible for Federal benefits such as leave earnings, health insurance, life insurance and retirement programs. New employees are subject to a two-year probationary period and new managers and supervisors are also subject to a separate two-year probationary period, which may be served concurrently.

Affirmative Recruitment Statement

The Corporation for National and Community Service conducts its recruitment program in a manner to identify highly qualified individuals from all segments of society. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Selection decisions are made without regard to race, color, creed, national origin, sex, age, religion, sexual orientation, disability or marital status.

Reasonable Accommodation Statement

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Office. The decision on granting reasonable accommodation will be on a case-by-case basis.

Privacy Act Information

As part of your application package, we request information subject to the Privacy Act of 1974 (P.L. 93-579, 5 USC 552a). We are required to provide you with information regarding our authority and purposes for collecting this data, the routine uses which will be made of it, and the effect, if any, of nondisclosure.